



JACK O'CONNELL
State Superintendent of Public Instruction

CALIFORNIA
DEPARTMENT
OF
EDUCATION

1430 N Street

Sacramento, CA

95814

January 7, 2004

Dear County and District Superintendents of Schools, Charter School Administrators, County and District Evaluators and Test Coordinators, County and District Directors of Curriculum, School Principals and Physical Education Department Chairs:

**REQUIRED PHYSICAL FITNESS TESTING FOR 2003-2004
PREPARING FOR SPRING TESTING AND REPORTING**

Each spring, your district is required to administer the state-designated physical fitness test to all students in grades 5, 7, and 9 during the months of February, March, April, and May. *California Education Code* section 60800 also requires the California Department of Education (CDE) to collect and report statewide results every year. Physical fitness results will be collected and reported for 2003-2004, and Educational Data Systems (EDS) will be working with CDE to collect and compile these results. Be mindful that some information in this package applies only to those districts using EDS as their data-collecting agency. It does not apply if you contract with a different agency that offers data collection and reporting services on a fee-for-service basis. They will send all needed information to the contractor in the correct format as required.

It is the responsibility of the district physical fitness test coordinator to determine the test administration and data reporting process for all of the schools in the district. Districts must select only one of the available options for sending the data to the state. All data from schools must be included in the district file and may not be sent individually. The coordinator should contact school principals and physical education department chairs now so they can start preparing for test administration in the spring. The attached manual, "Preparation Manual for Testing and Reporting – Spring 2004," should be used for spring planning.

This mailing includes a complete package of information about spring 2004 test administration and data reporting. Use the table of contents in the attached manual to find the sections that will assist you in completing the testing and reporting process. We realize that districts have had varying experience with physical fitness testing; therefore, we suggest the entire document be read carefully.

What's New and Should Be Reviewed for 2004

Testing Window. Section 60800 of the *California Education Code* was amended in January 2003, to allow the month of February to be added to the existing months of March, April and May for administering the physical fitness test.

Fitness Test Coordinator. It is necessary for each school district and charter school to designate a Fitness Test Coordinator so that one person can be contacted with changing information regarding the California Physical Fitness Test or problems with your data. Please complete a contact survey, obtain the district superintendent's signature, and fax the form to EDS. This form is available at http://www.eddataonline.com/fitness/2004/Contact_Survey_2004.doc.

Reporting of Results. Senate Bill 1868, signed into law January 2003, requires that students shall be provided with their individual results after completing the physical fitness test. In addition, the governing body of a school district shall report the aggregate results of its physical fitness test in their annual School Accountability Report Card.

Required Assessment for Charter Schools. *California Education Code* section 47605(c)(1) requires that "Charter schools shall meet all statewide standards and conduct the pupil assessments required pursuant to Section 60605 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in noncharter public schools." The physical fitness test is a "pupil assessment" applicable to pupils in noncharter public schools. Charter schools maintaining grades 5, 7 and 9 must therefore administer the test.

Flexibility Component Required. The flexibility component is a **required** test item in the physical fitness test even though the 2002 *Fitnessgram* Test Administration Manual indicates the flexibility component as optional.

School Record Layouts Required. Enclosed with this memo is the School Record Layout, which must be completed and submitted along with student records for the school. This is a summary of the number of students tested, number of students not tested, and reasons why students were not tested. **In 2003-2004, data from a school will not be accepted without a school record and a complete set of students' records.**

School and Student Record Layouts Revised. Changes made since 2001-2002 include the elimination of California Basic Education Data Systems (CBEDS) for reporting number of students in a particular grade. Current enrollment at the time of testing will be used for reporting this data. Racial/ethnic designations have been modified to conform to California School Information System definitions. The values for ethnicity are aligned with those used for Standardized Testing and Reporting (STAR). Student name and ID number have also been added. In addition, minor changes have been made to the numeric values in the School and Student Record Layout. These changes reflect the omission of *Parent's written request* as a value for students not tested or student with partial data and can be found in Appendix C and D in the attached manual. The general opt-out provision of *California Education Code* section

60615 does not apply to the physical fitness testing program. Excuses from taking the physical performance test are limited to physically handicapped students.

2003-2004 Reporting Date. Districts must report 2003-2004 physical fitness test results to the state by June 30, 2004. For more information, see page 3 (“Reporting Results to the State”) and Appendix B (“Electronic Reporting Options/Directions for 2004 Physical Fitness Test”) in the attached manual.

***Fitnessgram* Software 7.0.** For those waiting for the new *Fitnessgram/Activitygram* 7.0 program, there has been a change of plans. The plan is to now develop a new CD version for PC's and Mac's which will have most of the original enhancements planned for *Fitnessgram/Activitygram* 7.0, along with some new ones, but will not have the ability to share data over the Internet. Instead, a new Web site will be developed for *Fitnessgram/Activitygram* that will provide users the opportunity to upload their data and compare group results with other users in a wide variety of appropriate ways that do not identify individual students or schools without their expressed written permission. Because this new version will not be available for the start of the 2003 year, Human Kinetics recommends the purchase of *Fitnessgram/Activitygram* Version 6.0 which continues to be available in PC and Mac versions. Human Kinetics will provide everyone purchasing Version 6.0 after June 1, 2003, with a free upgrade when it is released, which is anticipated in late 2004.

Schools and districts interested in exporting student data from *Fitnessgram* 6.0 must export the data using the custom format option and save the file as Excel 5.0. You must also complete the school demographic information for each school you are submitting.

Your support in implementing physical fitness testing for California public schools is greatly appreciated. Updates regarding the 2003-2004 test will be placed on the CDE physical fitness testing Web site at <<http://www.cde.ca.gov/statetests/pe/pe.html>>. If you have further questions regarding the Physical Fitness Testing and Reporting for 2003-2004, please contact the Standards and Assessment Division at (916) 445-8420, or via e-mail at star@cde.ca.gov.

Sincerely,

Geno Flores, Deputy Superintendent
Assessment and Accountability Branch

GF: dv
Enclosures